



2023 ACA Reporting Syllabus

Welcome

Setup Steps

- Step 1: Update Web Finance Office
- Step 2: Update the Deduction Master
- Step 3: Run the ACA Data Utility Program

ACA Utility Features

- Using the ACA Utility for Mid-Year Rate Change
- Inactivate Part-Time Employees from receiving 1095 Forms
- Add Employees to 1095 Dependents

Entering Data for ACA Reporting

- District Information
- Employee Master
- Dependent Information/Covered Individuals

Verification reports & 1095B/1095C Forms

- Data Verification Reports
- Time/Hours Customizable Payroll Reports

Methods of Delivery to Employees

- Tips for 1095B and 1095C Forms
- Printing Forms
- Delivery of Forms via Message Center and Email

Electronic Filing – File Sent to IRS

Third Party Interface

Employee Handout – Entry of Dependents

What's New in 2023 Regarding ACA Reporting

Deadlines for Tax Year 2023